

Department of the Army  
Headquarters Fort Monroe  
Fort Monroe, Virginia 23651-6100  
15 September 1991

Emergency Employment of Army and Other Resources

FORT MONROE EMERGENCY OPERATIONS CENTER (EOC)  
AND EMERGENCY ACTION PROCEDURES (EAP)

Summary. This regulation prescribes the policies and procedures governing the operations of HQ Fort Monroe EOC and EAP.

Applicability. This regulation is applicable to elements under operational control of the Commander, Fort Monroe.

Suggested improvements. Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Directorate of the Provost Marshal, ATTN: ATZG-PMP, Fort Monroe, Virginia 23651-6500.

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1. Purpose. This regulation prescribes policies, responsibilities, and procedures required to operate Fort Monroe on a 24-hour basis in crisis situations and in times of natural disaster.

2. Responsibilities.

a. During duty hours, the Director of the Provost Marshal (DPM) will initiate alert procedures after approval of the post commander in accordance with the alert roster at appendix A. (See figure A-2.)

b. During nonduty hours, the post staff duty noncommissioned officer (SDNCO) will initiate recall/partial recall as directed after coordination with the DPM and post commander. Nonduty alert roster is at appendix A. (See figure A-3.) The SDNCO will maintain a detailed journal of recall actions until the Fort Monroe EOC is fully operational.

c. Directors, unit commanders, and special staff officers will ensure pyramid recall rosters are maintained for all personnel under their command/control. An alternate means of notification will be established for those personnel who do not have telephones. Copies of recall rosters will be provided to the SDNCO.

d. Directors will recall only those personnel deemed mission essential as approved by the post commander.

e. Emergency action procedures. The DPM is responsible for all EAP actions and reports forwarded to higher headquarters. Upon an EAP requirement, all directors and commanders will report to the EOC, read appropriate documents, and take action.

3. Procedures.

a. Appendix A prescribes procedures for 24-hour operation of Fort Monroe.

b. During normal duty hours, the DPM will initiate alert procedures after approval of the post commander. During nonduty hours, the post SDNCO will notify the DPM on-call officer. In both normal and nonduty hours of operation, the DPM will analyze the situation and recommend to the Commander, Fort Monroe the procedures in appendix A be implemented.

c. In an actual or simulated crisis, initial emergency actions will be performed by the DPM or SDNCO until the provisions of appendix A are fully implemented.

Appendix A  
Fort Monroe 24-hour Operation

A-1. Concepts of operation.

a. General.

(1) The Ft Monroe EOC will be activated in Building 57 upon notification to implement this regulation. The 24-hour manning will be supplied by the DPM and augmented as required. Team composition is at figure A-1. Normal duty hour alert notification is at figure A-2. Nonduty hour alert notification is at figure A-3.

(2) Directorates, activities, and separate units will be fully operational in present office space. The 24-hour manning will be as directed by the post commander.

b. Fort Monroe EOC. When fully operational the Fort Monroe EOC teams will operate in 12-hour shifts. Team 1 will operate 0800-2000. Team 2 will operate 2000-0800. Team members will report one half hour prior to the start of shift for continuity briefing. The team chief on duty will be responsible for all EOC operations. In the absence of the post commander, the EOC team chief will operate as his direct representative and will make decisions on the commander's behalf, except those which by policy must be made by the commander and those which must be referred to the respective directorate for decisions.

c. Directorates, activities, and separate units. These activities will be prepared to operate, in place, on a 24 hour basis. Level of requirements of each area will be as the situation dictates. Final decision will be made by the post commander or successor in command in his absence.

A-2. Administration.

a. Journals. A DA Form 1594 (Daily Staff Journal) will be maintained by the EOC and each element. Each element will submit a copy of their journal to the FM EOC by 1200 for the period ending 2400 the day before for a consolidated journal.

b. Messages.

(1) Incoming. All incoming message traffic will be delivered to the EOC in duplicate in addition to normal distribution. One copy will be routed as required and the other will be journalized and filed. Message traffic received via the

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Military Affiliated Radio System will normally be handwritten and delivered directly to the EOC.

(2) Outgoing. All outgoing messages will be delivered to the EOC for release in two copies. After release, the original will be forwarded and the duplicate journalized and filed.

c. Telephonic messages. All incoming and outgoing telephonic messages will be recorded in duplicate on DA Form 751 (Telephone or Verbal Conversation Record). One copy will be filed with the staff element journal and the other will be forwarded to the EOC for incorporation into the consolidated journal.

d. Briefings.

(1) Initial. An initial situation briefing will be conducted in the EOC approximately 2 hours after initiation of alert. Exact time will be telephoned to participants. Directors, activity chiefs, and separate unit commanders or their senior representatives will attend.

(2) Daily. A daily briefing will be held at 0900 in the EOC. If the situation dictates, additional briefings will be directed by the post commander.

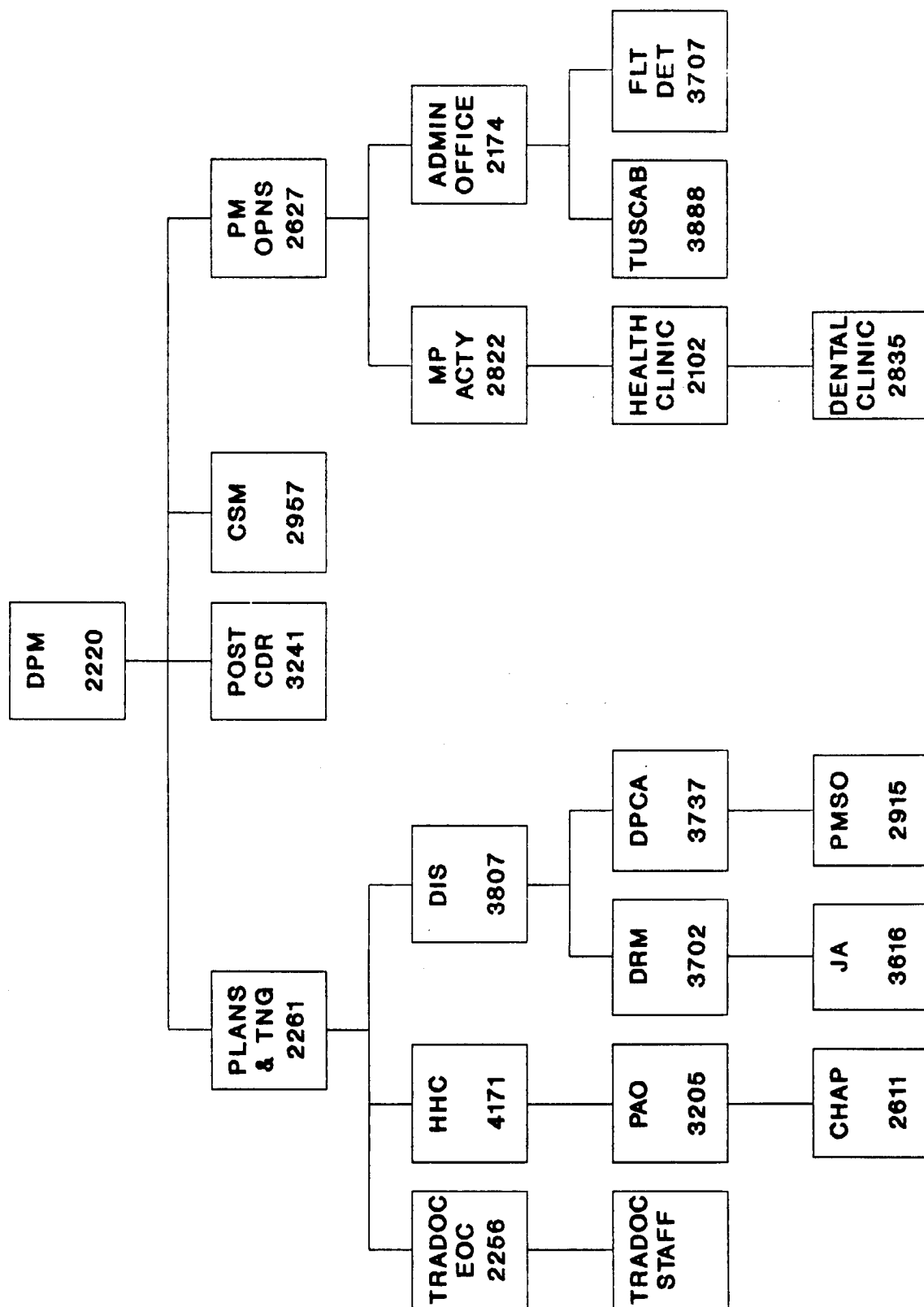
e. Security. If the situation dictates, the EOC will be declared a secure area. The DPM security manager will coordinate with the DPM operations sergeant for military police security and establish a procedure for access control.

f. Transportation. The Director of Installation Support (DIS) will place a vehicle on call to the EOC. The vehicle will remain under EOC control until released.

g. Reports. The DPM will supervise the preparation of periodic reports as required by this and higher headquarters as well as a final report when required.

Team 1	Team 2
0800-2000	2000-0800
Team Chief--DPM	Team Chief--Chief, Plans & Training
Ops Officer--Admin NCO (71L40)	Ops Officer--Ops NCO (11B40)
Opns NCO--(75C30)	Ops NCO--71L20
Clerk Typist--Plans & Tng Clk Typist	Clerk Typist--TASO (46R10)

Figure A-1. EOC team composition



**NOTIFY IN TURN. IF ABSENT SKIP TO NEXT.**

Figure A-2. Duty hour alert notification

The post staff duty noncommissioned officer after coordination with the DPM and Post Commander will initiate recall/partial recall as indicated, utilizing the following notification plan. Rosters of individual staff duty officers are located in SDNCO Instructions.

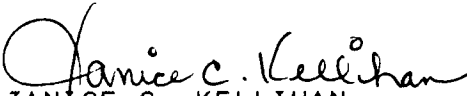
1. Post SDNCO
2. Military Police Desk Sergeant
3. Post Command Sergeant Major
4. Director of Personnel and Community Activities
5. DIS
6. Public Affairs Officer
7. Resource Management
8. The U.S. Continental Army Band
9. Flight Detachment
10. Personnel Management Support Office
11. Judge Advocate
12. Chaplain
13. Fort Monroe Health Clinic
14. Director of Information Management

Notes: 1. All units and activities will notify subordinate elements not listed

2. Units and activities will report telephonically to EOC (2261) when notification is complete.

Figure A-3. Nonduty hour alert notification

FOR THE COMMANDER:

  
JANICE C. KELLIHAN  
Administrative Officer

DISTRIBUTION:  
Fort Monroe A.B